P-Card Transaction Review Form

Date: ______________________________________

Approver: ______________________________________

Transaction Period (mm/year): ______________________________________

Accounting Dept Reviewer: ______________________________________

Group #: ______________________________________

Section 1: Accounting Department Review Instructions

1. Use one review form to review all randomly selected transactions for a single approver.
2. Highlight transaction data on the printed transaction report when it does not meet the review criteria below.

First Review:

1. Are there itemized receipts for each purchase? YES NO
2. Is the sales tax box marked when required? YES NO
3. Was a Department P-card Check Out Log sufficiently maintained? N/A YES NO
4. Insufficient purchase explanations YES NO
5. Possible personal purchases YES NO
6. Controlled item violations YES NO
7. Splitting to avoid transaction limit YES NO
8. If grant funds used (funds: 50000 – 56999), was it approved by RSP? N/A YES NO

Comments/Concerns:
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Section 2: P-Card Administrator Review Instructions

1. Review the transaction report for items that did not meet the above criteria as indicated by Accounting Services review.
2. Complete the Second Review (see below).

Second Review:

1. Contract requirement issues □ None found □ Issues Found
2. Contracting-out violations □ None found □ Issues Found

Comments/Action Taken:
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___________________________________________________________________________________
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___________________________________________________________________________________
___________________________________________________________________________________

Date of P-Card Administrator Review: ____________    Signature: _____________________________

☐ Referred to Director of Business Services

Corrective Action Taken:
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